

# New Hampshire Department of Education, Bureau of Special Education

## Compliance & Improvement Monitoring 2016-2017 Sample Timeline

Technical Assistance and Trainings are offered by the NHDOE throughout the monitoring process.

First Stage	Nov. 2015	<b>Selection and Notification</b>	<ul style="list-style-type: none"> <li>Districts are notified of selection for the 2016-2017 Compliance and Improvement Monitoring Process.</li> </ul>
	Feb.-March	<b>CIM Process and Program Approval Meeting</b>	<ul style="list-style-type: none"> <li>NHDOE consultants will meet with District leadership to present the monitoring process and answer questions. The NHDOE will provide tentative dates for the on-site visits</li> <li>NHDOE will provide a list of approved special education programs for the District to review and an outline of the monitoring process.</li> </ul>
	Feb – August	<b>Trainings offered by NHDOE</b>	<ul style="list-style-type: none"> <li>Written Prior Notice • Accommodations/Modifications • Measurable Annual Goals</li> </ul>
	May - June	<b>Follow-up letter from the Commissioner</b>	<ul style="list-style-type: none"> <li>Follow up letter to the initial meeting with confirmed dates for the on-sites and an overview of the process</li> </ul>
	September 2016	<b>District Staff Training</b>	<ul style="list-style-type: none"> <li>District staff trained on the IEP self-assessment data collection form</li> </ul>
		<b>Student Selection Letter w/ confirmed schedule</b> 6-8 weeks prior to the on-site	<ul style="list-style-type: none"> <li>Student SASIDs by school are sent. District staff will complete a self-assessment form for each student.</li> <li>If a student moves/ is exited from special education prior to the on-site, district staff will notify NHDOE and another student is selected.</li> </ul>
	Oct*	<b>District submission of:</b> *At least 30 days prior to on-sites	<ul style="list-style-type: none"> <li>Policies &amp; Procedures, Special Education Forms, Personnel, and Special Education programs for the NHDOE team to review</li> </ul>
	November/ December	<b>Monitoring on-sites</b>	<ul style="list-style-type: none"> <li>NHDOE consultant and a visiting director will review student files at each school in the district as well as perform a walk through to confirm operation of approved special education programs. Policies &amp; Procedures, Special Education Forms, Personnel, and Special Education programs will be discussed with Directors at the first monitoring on-site visit. District will have 30 days to submit corrections.</li> </ul>
	January/ February	<b>Report meeting</b> Within 60 days of the last monitoring on-site visit	<ul style="list-style-type: none"> <li>NHDOE consultants will meet with District leadership to review the written documentation of findings (Report, Appendix 1, Appendix 2, Appendix 3) as well as a list of approved special education programs.</li> <li>Report will be posted to the NHDOE website.</li> </ul>
	March 2017	<b>Student Correction on-sites (Appendix 2)</b> Can be at each school or District may pull files to central location	<ul style="list-style-type: none"> <li>On-sites will be scheduled for 2-3 months after the report.</li> <li>A letter outlining the status of the student corrections will be sent to the District within two weeks of the follow up visit.</li> </ul>
Second Stage	April – June	<b>Additional on-sites</b> As necessary <sup>1</sup>	<ul style="list-style-type: none"> <li>Additional monthly on-sites as needed for stage 1 student specific corrections.</li> <li>Emails outlining the status of the student corrections will be sent to the District within one week of the visit.</li> </ul>
	July – September	<b>Implementation of Regulations On-sites (Appendix 3)</b> Can be at each school or District may pull files to central location	<ul style="list-style-type: none"> <li>NHDOE consultants will review updated data from new student files to verify correct implementation of regulations.</li> <li>Student SASIDs will be sent 2-3 weeks prior to on-site visit to correspond with appendix 3.</li> <li>A letter outlining the status of the updated data will be sent to the District within two weeks of the follow up visit.</li> </ul>
	August– October	<b>Additional on-sites</b> As necessary <sup>1</sup>	<ul style="list-style-type: none"> <li>Emails outlining the status of the updated data will be sent the District within two weeks of the visit</li> </ul>
	October 2017	<b>Closeout letter sent to District <sup>2</sup></b>	<ul style="list-style-type: none"> <li>All first stage and second stage noncompliance verified as corrected (Appendices 1, 2, &amp; 3)</li> </ul>

<sup>1</sup> In the event the written report shows that the LEA... has not complied with orders issued by the department, the commissioner of education shall give the written notice of the further enforcement action to be taken per Ed 1125.02(c)

<sup>2</sup> The NHDOE must verify correction of noncompliance as soon as possible but in no case later than one year from the date of the written findings.